

MontCAS CRT & CRT Alternate SCHOOL VOIDED and UNUSED BARCODE LABEL FORM

The Voided and Unused Barcode Label Form is only for identifying students no longer enrolled in your school. Student barcode label information is extracted from AIM on February 2. If a student is no longer enrolled at your school, please update the enrollment status in AIM prior to March 15, 2011. If a student's name is misspelled or the grade level is wrong you may still use the label but be sure the information corrected in your local student information system and AIM prior to March 25, 2011.

1. Place each voided or unused student barcode label in the designated area in a box below. Labels do not need to be in order by grade. If the label was destroyed or is inadvertently placed on a Student Answer Booklet write the state student identification number (SSID) in the space labeled "Other."
2. Please check the reason why the label was voided or unused. If the reason is not listed, please document the reason in the space labeled "Other." If you need more spaces for barcode labels on this form, please make additional copies of the second page and staple the forms together
3. Make a copy of this form after completion and share this information with your AIM specialist to ensure that the updates are made in AIM. **Completing this form does not change the information in AIM.** Your AIM specialist must verify that the information in AIM is accurate and up-to-date. All student data for students enrolled on or before the March 15, 2011 count date must be verified and finalized by March 25, 2011 in order to be reflected in CRT reports and in AYP calculations.
4. Return this form to your System Test Coordinator "loose" with your Used Answer Booklet envelopes in the "Return of Used Answer Booklets" box. For more packing information please see your *2011 Test Coordinator's Manual*.

If you should have any questions regarding student testing, please contact Judy Snow, State Assessment Director, at (406) 444-3656 or jsnow@state.mt.us

	<ul style="list-style-type: none"><input type="checkbox"/> Moved Out of State<input type="checkbox"/> Moved In State<input type="checkbox"/> Withdrew/Dropped/Location Unknown<input type="checkbox"/> Transferred In System<input type="checkbox"/> Transferred to Non Public School<input type="checkbox"/> Grade Level Error
Other _____	

